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MAJOR RECORDS MAINTAINED BY PERSONNEL SECTION/PS

1. Position Inventory Record - Standard Form CF-4b, Employee Record Card. These cards are maintained on every T/O position, segregated by Headquarters T/O, Field T/O's and Project T/O's. These records were constituted within the last six months and show personal data and the last personnel action and date shown on the Agency Position Inventory Record (Form 7) from which these records were constructed. Status of the slot and incumbent are indicated by insert, i.e. Vacant, action pending, etc.

2. Individual Personnel File Folders - Individual personnel file folders arranged alphabetically, and containing personnel documents such as Biographic Data Sheets, Training Requests, Orientation Check Sheets, copies of Personnel Actions, copies of miscellaneous types of correspondence, cables, dispatches and memoranda pertaining to individual concerned. Other documents include Travel Authorizations, name requests for orders and some types of finance documents. The standard personnel file folders are used with documents segregated by type which provides easy reference to specific data.

3. Master Index - 3" x 5" cards filed alphabetically, by true name. Each card shows true name, pseudonyms cancelled and current, location of slot held by individual (by tway number of Position Inventory Record Card).

4. Cable Chrono File - Copies of cables received and dispatched by Branches (not coordinated with Personnel Section).

5. General File - Copies of memoranda prepared in the Personnel Section, T/O's and machine runs, personnel reports, policies, etc.

6. Returnee Report - formerly PS Form No. 210, loose leaf binder, prepared by Branch on returnees 90 days in advance of return. Contains identification data plus branch recommendations on reassignment, employee preferences for next assignment and brief evaluation of employee. Employee Record Card is made up from this form.

7. Returnee Card - 5" x 8" card file including name, career designation, Branch, overseas station, grade and title, case officer and memoranda of action taken. Cards are prepared 90 days in advance of return and is used to plan assignments, training, leave, and to shop employees through the PR Division prior to referral to Senior Staff Career Service Board.

CONTRACT PERSONNEL FILES

8. Contract Personnel Folder - Individual file folder on each

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contract employee, containing duplicate copy of check sheet and contract, amendments and changes; biographical data sheets, Forms SF-57, Insurance Policies, correspondence relating to individual.

9. Tickler File - 3" x 5" card used as a monthly tickler file on renewals, terminations or other actions on individual contracts.

10. Staff Agents - Index card, 5" x 8" showing true name of Staff Agent, Grade, Title and Project.

11. Locator Cards - IBM locator cards on headquarters personnel - name, address, telephone number, etc.

COVER, SECURITY AND TRAINING RECORDS & FILES

12. Individual File Folders - contains copies of Training Requests and changes thereto, Training Evaluations requests for waivers, training schedules and other correspondence pertaining to training of the individual.

13. Training Card - 5" x 8" cards of FE headquarters personnel filed by name, alphabetically showing EOD Date, Full Clearance Date, Date assessed, training courses completed and training courses recommended.

14. Security Records - records of Division Area and Branch Duty Check Security Officers and On-Call Lists, and Security Check reports.

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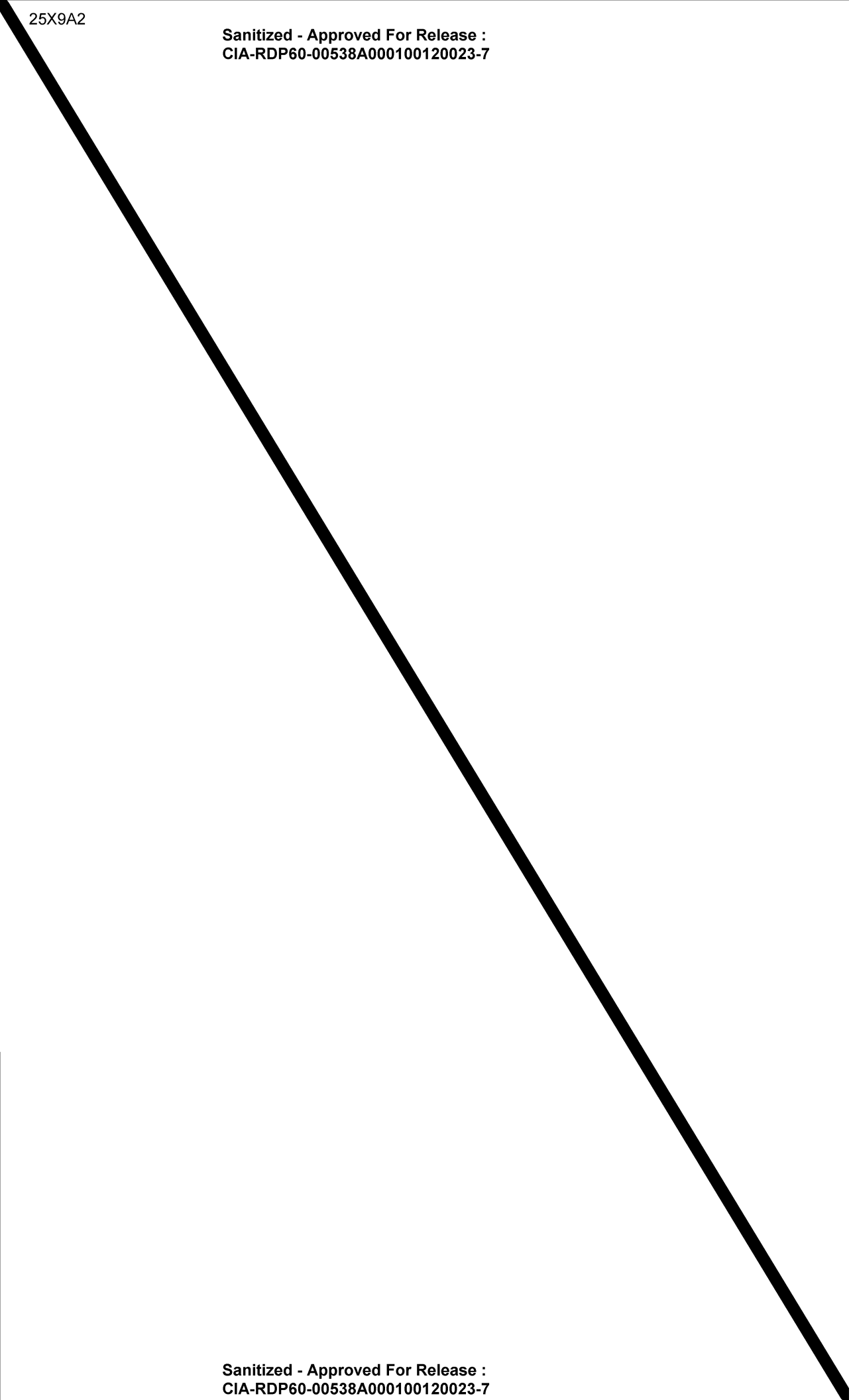

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FUNCTIONS OF PE PERSONNEL FUNCTIONS

TENTATIVELY RECOGNIZED AS PROPERLY PLACED

1. Coordination and review of the Personnel Evaluation Reports.

2. Maintenance of current information and status of T/O's and Position Inventory Records (Forms OF 4a).

3. Servicing and support of Career Service Board Activities by:

   a. Providing advance information on returning personnel.

   b. Providing summary information on numbers, grades, dates of grades, location, etc. of personnel by career category.

   c. Processing of SF-52 and such other supporting papers as may be required to accomplish personnel actions and maintain current information on status of such actions.

4. Act as coordination point for personnel correspondence, originating in the Directorate on matters of inquiry, policy interpretation and procedural instruction.

5. Maintaining files on all PE Contract and Staff Agents and performing liaison with the Agency Special Contracting Officer.

6. Providing routine personnel advice and assistance to PE personnel.

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